

## **LOCKSMITH MECHANIC I**

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs skilled work in a variety of building maintenance assignments; does related work as required. Work is performed under minimal supervision. Supervision may be exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Performing general building maintenance and repair activities; performing equipment maintenance, repair and installation tasks.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Performs locksmithing repair and maintenance work.
- Prioritizes work orders; calculates and orders required materials and parts.
- Cuts keys and re-keys lock cylinders.
- Repairs and replaces commercial and residential lock sets.
- Troubleshoots and repairs electrical problems in custodial equipment.
- Repairs and maintains custodial equipment such as vacuums, shampoo machines, wet vacuums, etc.
- Performs preventative maintenance on doors, locks, and associated hardware.
- Maintains and repairs door closures and exit devices.
- Repairs student and staff lockers.
- Assists with snow removal and ice control.
- May be required to work outside normal work hours in on-call or emergency situations.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

General knowledge of maintenance, repair and manual tasks of locksmith systems; general knowledge of the use of common hand and specialized power tools required in the work; general knowledge of the safe use and operation and preventive maintenance of electrical and mechanical equipment required in the work; skill in the use of equipment to which assigned; ability to perform manual labor for extended periods; ability to follow instructions; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and considerable experience as skilled worker in the maintenance and repair trade.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

### **SPECIAL REQUIREMENTS:**

May require possession of or ability to acquire an appropriate driver's license valid in the Commonwealth of Virginia. May require certification in Locksmithing.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.